

Nursing Facility Culture Change Accountability Board

Grant Checklist

_____	_____	_____
Name of the Organization	Contact Person	Date

_____ Completed grant application

_____ Printed application is no more than 6 typed pages

_____ A complete budget is included with your grant application

_____ Time Phased deliverables are included in the application

_____ **Information regarding the granting process:**

If approved your grant will begin on or about July 1, 2014 and must be completed by 30 June 2015.

Your organization may not be informed until sometime between April and May 30, 2014 as to the amount of your grant and as to alternations in the scope of work made by the various approving authorities.

Once informed of changes made in either or both funds and scope of work, your organization will be asked to accept or reject the grant. If accepted, grantee key personnel are prepared to rewrite the scope of work and to begin negotiating a contract with the State through the Department of Health Care Policy and Financing.

Project manager and assistant project manager can attend an orientation meeting hosted by HCPF and attended by Board Members prior to the start of the project. Key personnel are prepared to write brief monthly and more complete quarterly reports and to submit receipts for expenses associated with the grant.

Key personnel identified in the grant application can attend a Board meeting or host a site visit to review your grant and progress in 4th quarter (April – June 30, 2015).

The intellectual product developed during this grant is property of the State of Colorado and may be used by the State in the future.

CAUTION: The Board cannot recommend approval of the expenditure of CMP funds for the following:

1. Capital improvements to nursing homes such as, but not limited to, room additions, concrete walks, fencing, and walls.
2. Rewards or enticements (such as gift certificates) for attending educational or informational classes or seminars.

3. Travel money and housing costs for attendees at educational or informational classes or seminars.
4. The cost of anything the nursing home is obligated to provide.

Note: This caution does not preclude Board approval of attractive projects that contain some of these expenses provided that they are covered by other sources of funds.

I have reviewed the checklist and understand these requirements related to our grant.

Signature

CCAB 9/2013